

CLASSIFICATION: PROCUREMENT TECHNICIAN

Class Code: 7109-17

Date Established: 07-18-14

Occupational Code: 7-2-8

Date of Last Revision:

BASIC PURPOSE: To prepare, organize, and monitor all aspects of the procurement process and related activities from the initial request through the post-award phase, applying conventional procurement business practices compliant with applicable State and Federal rules, laws and regulations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Reviews, verifies, and monitors purchase orders and contract files and closes out procurement documents, files, reports, and/or records.
- Prepares initial contract specifications and bid proposals for bid solicitation package.
- Assembles, updates, maintains and reviews procurement-related documents, templates, and related information, ensuring that they are current.
- Assembles, analyzes and prepares procurement management reports, gathering and consolidating pertinent information for senior management and/or project managers.
- Makes recommendations to resolve standard and non-standard procurement transactions, complaints, and discrepancies.
- Reviews requests for payment, ensuring compliance with contract/grant terms.
- Monitors contractor performance as needed in accordance with contract/grant terms.
- Communicates and tracks the status of purchase orders, contracts and grants with vendors, contractors, and others as needed, obtaining and transmitting the appropriate information.
- Works with agency personnel to facilitate work flow for each contract/award, as assigned.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications or in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk to hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or university with a major study in accounting, business administration, or public administration. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years of experience in procurement activities with direct experience in bid preparation and contract procedures. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid New Hampshire driver's license.

RECOMMENDED WORK TRAITS: Considerable knowledge of government purchasing and contracting procedures. Knowledge of conventional purchasing processes or methods. Knowledge of bid solicitation procedures. Knowledge of modern office methods and procedures. Knowledge of basic principles and practices of accounting and mathematics. Skill in a wide variety of interrelated steps necessary to assemble, review and maintain templates or procedures for bid documents, correspondence and reporting. Skill in the use of computers and automated systems sufficient to apply actions such as data entry, reports retrieval, error correction, and record searches. Ability to conduct studies and analyses contributing to the development of sound operational procedures. Ability to read and review contracts and grants. Ability to resolve problems concerning a wide variety of procurement clerical operations and procedures. Ability to speak and write effectively. Ability to understand and carry out complex written or oral instructions. Ability to establish and maintain harmonious working relationships with administrative officials, other employees, vendors, and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.